Previous references.

Q.m. 371-05=1-2 1910.--11

(Q.m.)

File No. 222

Serial Nos. /

Later references.

med 8-11.12

LR 280-12

85 12

S.A 339913-sl 1. B. Mar 1914

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /.

Part B. for January 1911

SUBJECT.

Reports of transfers & charges of Gazetted & other officers

G.O. No. Q. 4311-58. d. 27.1.11

To the N.S.Q. Depts and D.C.'s Q. Dols.

& Supdt, Govt Press.

Directs that reports of transfers & charges of Gazetted and other officers be made by the officers concerned immediately on the transfer of charge directly to the official immediate superior, the head of the deptt, Comptr to Govt, V. Secy to the Govt, Govt & Rev Deptts.

G.R.S. 11] 190—11

GENERAL AND REVENUE SECRETARIAT

(Gen-Rise.)

NOTES.

File No. 222-1

FILE HEADING.

Reports of transfers of charges of Gazetted other Officers.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet.

GPB—15,000—24-4-09

R. Mss No 65

705
21 1 17

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1) (Secretary's oral order to issue a circular Proceedings directing Subordinate Officers (like AsstComms & Guilders) to submit a report direct to Govt whenever they hand over or receive charge of an office):—

2) 2. As it is, Dy Comms & other Heads of Depts submit reports to Govt regd the handing over or receiving of charge of Offices by the Subordinate Officers. ~~It may be dispensed~~ These reports may not be superseded by the special reports now required to be sent up by the Subordinate Officers & it may be useful to call upon the heads of departments to submit their usual reports ~~with~~ promptly.

3) 3. As the subordinate Officers are not generally allowed to address Govt direct, ~~the form in which~~ the reports under reference may be in the form of a memorandum & printed forms may be supplied.

4) 4. The circular order may be made applicable to all officers ~~also~~ of Schedules A & B & communicated to them through the heads of departments

5) 5. In the above view, a draft

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

draft proceedings is submitted for orders

28/10. b. Please put up
28/10/10 a copy of the Form
in which subordinate
Offices are required
to indicate to the
Controller ~~of the Head~~ of
~~their Office~~ their
immediate Official
superior the handing
over & receipt of stores.
The form is I think
now in triplicate.
It may be prescribed
that it shall hereafter
be in quadruplicate
one copy being sent
to the Post. In that
case a further report

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

from the Ad of the Dept
concerned is unnecessary.

h
29/9/98.

7. Subd:- Reports transfers of charges of Gazetted Officers are evidently made in pursuance of Art. 47 of the Civil Account Code which does not appear to contemplate the necessary reports being made by departmental heads ~~at any rate, the form prescribed by the Comptr~~ at any rate, the form prescribed by the Comptr, Mysore Govt, for such reports, in his Circular no 1918 dt 17.9.98 is intended for being used by heads of departments and these forms are used even now in several other departments — the form to be used in the New Dept having been latterly directed to be printed in quarter foil. Subordinate Officers, such as Asst. Accountants, Asst Comms &c do not at any time appear to have furnished the information under reference, even to the Comptr direct. 8. In these circs, if it is deemed unnecessary to receive the reports which are now being made by Dy Comms, the form in which the subordinate Officers

Subd:- The Comptr's Circular is unnecessary
Sec. 7.

Sec 2.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

are to be now directed to report may be printed in ~~quadruplicate~~ quintuple — whether it should be in the form of a memorandum or a letter being matter for orders.

Submd

11/11.

8

11/11

PK

11/11/10

9. Please put up a clean draft. Please ~~Cl~~ a spare copy of the form & make the corrections indicated therein

a

11/11.

10.

(1) A clean draft is put up.

(2) A printed copy of the form now in use is also put up — with the necessary alterations indicated in red ink.

(3) The draft order is addressed to ~~the~~ Heads of Departments ~~included~~ which are dealt with in the G.R.S & which are signed by Gazetted Officers.

Submd

16/11.

PK

16/11/10

Seen/ 18/11/10.

11. The draft order may be approved.

CB

18/12/10

D. Cimon

917.0

9.12.10

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

5

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Page 13/8 of the Gazette 8, 15/12/10 - Cof O.

(File put back from the Dewan's Office with the U. Scrip Commission)

DS 17/12

Submitted

12 The Comptroller also wants the reports of handing over charges direct from the Officers concerned - (Please see his circular No. 29/30 G.R.D.377 & 14/8/11/10) -

13. Whether under these circumstances, the portions relating to the Countersignature by the immediate Offg Superior, etc may be omitted in the draft of form now put up, or the Comptroller consulted in the matter, is a matter for orders -

Subd for orders.

DS(87) 17/12 BK

14 The draft may be sent unofficially to the Comptroller who may modify his circular. It is desirable that the intimation of transfer

N B -Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

G.R.S. 13]

6

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

charge especially of the Comptroller who has to audit pay-bills & travelling-allowance bills & admit other expenditure incurred under the Spl. orders is duly endorsed by the Hd of the Dept a by other competent authority. The delay will not be great if the reports are promptly sent while it will be a useful precaution to require at least one of the reports to be sent thro' the Inspr. Genl of Police

K
9/12/..

(Secy)

15.

Reference official No. 540 dt 14-12-10 forwarded to the Comptr with request for opinion whether the draft is all right

B. G

Secy to Govt

17.12.10 P.T.O. for Secretary

COMPTROLLER'S OFFICE
CIVIL BRANCH,
19. DEC. 1910
BANGALORE.
MYSORE GOVT.

R/252

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No 194 of 19 12/10

16. The Comptroller's recent circular is in accordance with Cut 47 C.A.G and the universal practice in all provinces. The draft may be modified so as to fit in with that circular. In the case of the officers concerned there is no risk of a false statement, specially when the report will have to be signed by last two officers.

19/12/10

I 20.12.10

Subd

17. Under the circumstances represented by the Comptroller, the last sentence of para 3 may be omitted, that written in the margin in pencil being substituted therefor. The necessary omission has been made in the Sample form also.

Subd for orders.

DS(87)
20/12
20/12/10

Dlwww

20/12/10

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

9394
20.12.10

The proposed draft order

GPB—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I foam appear to be here and complicated —
first as to the form. Why
1a) not adopt the form herewith
putting entering only
heading to be filled in —
There is no reason, & there is
more than space available for
entries —
The covering order shall
2a) say that a ~~form~~ report in this
form shall be sent with the 4 sheets
sent (as specified at foot of
the form) one being retained in
each case & the other three
sheets off — Form shows the three
& one for specify, that five
will be the number of forms
to be adopted in each case.

I
29 Dec

N B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

31/12/10

Please return amended Draft

GPB—35,000—21-4-09

3/1

No ~~cude~~ Date

Report of transfer of Mis of Selected Mis

Name of Relieved Mis

Dtn of Relieving Mis

Date of transfer of charge

~~Authority~~ Mis under which the transfer is made ~~cude~~

(Signature of Relieved Mis)

Dtn of Relieving Mis

To The (immediate superior)
The (Head of the Dept)
The Comptroller
The Secy to Govt (in the Dept Concerned)

G.R.S. 13]

B-W 65/20

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted

The names of the immediate Offg Superior & Head of the Dept will be different for the different Depts & have to be filled up by the Offrs sending the reports - The four addresses have been specified in the margin of the draft, and the last two alone can be printed at the foot of the form -

Subd for orders with a revised draft.

DS(87) Leg I
5/-

Subd.

The order may issue from Br V after approval.

DS. to be sent to Br V for issue & 21/1/11

Issue

19/1/11

Subd

As this is a general order which concerns all Branches of the Secy this may issue from Br V.

DS(87)
19/1 To Branch V for opinion please.

19/1/11 21-1-11 Issue

23-1-11

N B --Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—35,000—21-4-09

G. R. S. 12]
General and Revenue
Secretariat.

File No. 222 of 1910-11

Serial No.	
1	Gov. G. 4311-58 d. 27.1.1911 To the Heads of Depts & Dy Commrs of Dts. " Supdt, Govt Press. Directs that reports of transfers of charges of Gazetted and other officers be made ~~immediately~~ by the officers concerned immediately on the transfer of charge directly to the immediate official superior, the head of the Deptt, the Comptroller to Govt and to the Secretary to Govt, Genl & Rev: Depts.

NOTE— Contn. sheet.

GPB—50,000—12-8-10

G.R.S. 28.]

File No. 222 A10-4

Serial No. 1

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.
(L.R.)

, *the* 19

Date of issue 27th Jan 1914

Signed by Mr. S. Hiriyannaya

READ again:—

Govt order No. R7353-63 dt LA 371-05-2 dt 15/12/05, approving the forms proposed by the Rev. Comr, for the Submission of report about the handing over of Charges by Asst Comrs and Amildars—

ORDER THEREON.—No. C 4311-58

These reports which have to be Subd to Govt, by the Dy. Comrs of Districts, are not recd in the Secty in many instances till long after the occurrence, and in some instances, not recd at all. As it is necessary

over

As much inconvenience is caused by the occurrence of delays in reporting changes of charges of Gazetted and

SUBJECT.

GPB—10,000—9-12-09

that Govt Shd have Accurate & uptodate information of the Charges of Officers in responsible Charges, they are pleased to direct that Such reports be hereafter sent by the Officers Concerned, immediately on the transfer of Charge, directly to the four ~~addressees~~ Officers Specified in the margin* in the form appended to this order—

Five forms may be utilized on each occasion, one being sent to each of the four addressees, & one being retained as the Office Copy.

2. This order will apply not only to the Officers of the Rev. Dept, but also to all those Offrs, about whose transfers of Charges, reports have to be Sent up to the Genl & Rev. Secs, under the existing practice. ~~heretofore~~.

3. The Superintendent of the Govt Press is requested to print & Supply to Hds of Depts, as many Copies of the forms as they may require, in books of Octavo Size.

Offg Secy

5/11/11

other Offrs, ~~those Offrs are subject to the~~ under the present system which require the reports relating thereto to be sent up to Govt in the ordinary Official Course, Post

* (1) The immediate Offg Superior
(2) The Head of the Dept.
(3) The Comptroller to Govt
(4) The Secy to Govt, Genl & Rev. Depts

To The Heads of Departments
The Supdt, Govt Press
~~The other Heads of Depts~~

S.M.

Report of transfer of charge by Officers.*

Office of :-

No.

Date :-

1. Name & designation of relieved Offr.-

2. ——— do ——— relieving Offr.-

3. Date & hour of transfer of charge-

4. Authority under wh the transfer is made.)

Signature of relieved Offr.-

——— do ——— relieving Offr.-

To

1. - - - - - -

2. - - - - - -

3. The Comptroller to Govt.

4. The Secy to Govt. Genl & Rev Depts.-

* The word 'Gov[illegible]' is [illegible] the Commr, Addl Commr also-

Note :- 1. Here enter the name of the immediate Offl Superior.
2. Head of the Dept.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read again:-

Government order No. R.7353-63/L.R.371-05-2 dated 15th December 1905, approving of the forms proposed by the Revenue Commissioner for the submission of the reports about the handing over of charges by Assistant Commissioners and Amildars.

&&&

Report of transfer of charge by officers.

Office of .....

Dated,.....

No.....

1. Name and designation of relieved officer:-

2. -------do-------- relieving Officer:-

3. Date and hour of transfer of charge.

4. Authority under which the transfer is made:-

Signature of relieved Officer.

Signature of relieving Officer.

To,

@ 1. . . . . .

I 2. . . . . .

3. The Comptroller to Government.

4. The Secretary to Government, Genl. & Rev. Departments.

Note:- @. Here enter the name of the immediate official superior.

I. Here enter the name of the Head of the Department.

B.L.
3

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 27th January 1911.

READ AGAIN—

Government Order No. R. 7353-63—L. R. 371-05-2, dated 15th December 1905, approving of the forms proposed by the Revenue Commissioner for the submission of the reports about the handing over of charges by Assistant Commissioners and Amildars.

No. G. 4311-58—G. M. 222-10-1, DATED BANGALORE, 27TH JANUARY 1911.

ORDER THEREON.—As much inconvenience is caused by the occurrence of delays in reporting changes of charges of Gazetted and other officers, under the present system which requires the reports relating thereto to be sent up to Government in the ordinary official course, Government are pleased to direct that such reports be hereafter sent by the officers concerned, immediately on the transfer of charge, directly to the four officers specified in the margin, in the form appended to this order. Five forms may be utilised on each occasion, one being sent to each of the four addressees, and one being retained as the office copy.

1. The immediate official superior.
2. The Head of the Department.
3. The Comptroller, Mysore Government.
4. The Secretary to Government, General and Revenue Departments.

2. This order will apply not only to the officers of the Revenue Department, but also to all those officers about whose transfers of charges, reports have to be sent up to the General and Revenue Secretariat under the existing practice.

3. The Superintendent of the Government Press is requested to print and supply to Heads of Departments as many copies of the forms as they may require, in books of octavo size.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments and the Deputy Commissioners of Districts.
The Superintendent, Government Press.

Report of transfer of charge by officers.

Office of.....

Dated .....

No.....

1. Name and designation of relieved officer :—
2. Do relieving officer :—
3. Date and hour of transfer of charge.
4. Authority under which the transfer is made :—

Signature of relieved officer.

Signature of relieving officer.

To—

*1. . . . . .

†2. . . . . .

3. The Comptroller to Government.

4. The Secretary to Government,
General and Revenue Departments.

Note—

*Here enter the name of the immediate official superior.

†Here enter the name of the Head of the Department.

Exd.—C. R.

1910-11

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 27th January 1911

No. G. 4311-58
G. M. 222-10-1

Directs that reports of transfers of charges of Gazetted and other officers be made by the officers concerned directly to the immediate official superior, the Head of the Department, the Comptroller to Government and to the Secretary to Government, General and Revenue Department.

GPB—14-2-11—400